



CONDITIONS & RESTRICTIONS ON TRAVEL EXPENSES

VENDOR'S REIMBURSABLE OUT-OF-POCKET, TRAVEL AND LIVING EXPENSES WILL NOT EXCEED THE FOLLOWING:

1. Personal vehicle mileage is reimbursed at the rate of \$0.54.5 (54.5 cents) per mile.
If a rental vehicle is required, reservation for "standard" car class must be booked using the Meijer contracted vendor.
2. Meal expenses not to exceed \$40.00 per person per day *involving an overnight stay* at the end of that day in the hotel described in Paragraph 3. Meijer will not reimburse for alcoholic beverages.
3. Lodging expenses will be reimbursed as follows:
 - a. For Vendors/contractors working/visiting the Grand Rapids, MI corporate offices, lodging and applicable taxes at a Meijer contracted property.
 - b. Hotel reservations for Meijer Corporate Office location of business must be made through the following website. <https://www.choicehotels.com/?clientid=00586960>
 - c. Select dates and the NMEI rate code to secure our Meijer discount. This website should be used when conducting business with Meijer only.
 - d. A list of approved hotels is located at inside of the Meijer VendorNet>Help>General Reference>Meijer Contracted Hotels.
4. Air travel on a carrier with an economy/coach rate. To the extent possible, Vendor must book air reservations far enough in advance to obtain the lowest possible rates.

NOTES:

- a. The above items will be billed at actual cost without any administrative charge or surcharge.
- b. Exceptions to the above must be approved by Meijer's Travel Manager or principal business contact having at least Vice President/director-level authority at the time the "extraordinary" expense is submitted. Such Meijer approval must be evidenced in writing (email is acceptable).
- c. Terms of payment are net 45 days after Meijer's receipt of Vendor's invoice which describes the nature and cost of the reimbursable item(s) being billed. All reimbursable items over Twenty-Five (\$25.00) Dollars will be supported by adequate documentation or receipts.
- d. Vendor must submit all invoices to Meijer only electronically via Meijer's VendorNet located at www.meijervendornet.com (the "VendorNet"), which Meijer will endeavor to make available "24x7." Meijer agrees to allow the Vendor access to the VendorNet for this purpose at no charge.